DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS

Items are required for this program by DCA if marked with "X"

Grantee: Program Type: Transitional Housing

Program Name: Program Key:

Security Standards

- 1.

 Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
- 2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

- 3.

 Create/Update a Unique Program in HMIS
- 4.

 Establish at least one Agency Administrator for HMIS configuration and reporting
- 5. 🛛 Establish Program Follow Up and Outcomes 90 Days after Discharge
- 6. ☑ Establish Program Follow Up and Outcomes 180 Days after Discharge
- 7.

 Create/Update Program Bed and Unit Inventory in HMIS

HMIS Data Collection

- 8.

 Capture Signed HMIS Authorization Forms for All Household Members served
- 9.

 Enter Universal Data Elements (Demographics) for ALL Household Members served
- 10. ☑ Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE
- 11. ☑ Capture Special Needs Information for All Household Members (including children & clients with no special needs) at program ENROLLMENT & DISCHARGE
- 12. \(\bigsize \) Ensure All Household Members are enrolled into the appropriate program with the same enrollment date
- 13. \(\bigsi \) Enter Service Transactions for services provided during program enrollment on the Head of Household
- 14. \(\text{ Enter Referral Service Transactions for referrals provided during program enrollment on the Head of Household
- 15. ☐ Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
- 16. \(\) Discharge All Household Members from the program

Housing Support Standards Data Collection

- 17.

 Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
- 18.

 Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household

 - □ During Program Enrollment
- 19. ⊠ Complete Program Follow Up and Outcomes 90 Days after Discharge
- 20. ☑ Complete Program Follow Up and Outcomes 180 Days after Discharge

Reporting

- 21.
 Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
- 22.
 Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS

Items are required for this program by DCA if marked with "X"

		items are required for this program by DCA if marked with X		
Gra	ante	e: Program Type: Emergency Shelter		
Pro	grar	n Name: Program Key:		
Sec	curit	y Standards		
	X	Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking een Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall		
2.	\times	Agency has a written privacy policy, including the uses and disclosures of information which is posted on a		
	we	osite and provided to clients upon request.		
	41C A			
		gency Configuration Create / Indate a Unique Program in UNIS		
3.		Create/Update a Unique Program in HMIS		
4.		Establish at least one Agency Administrator for HMIS configuration and reporting		
5.		Establish Program Follow Up and Outcomes – 90 Days after Discharge		
6.		Establish Program Follow Up and Outcomes – 180 Days after Discharge		
7.	×	Create/Update Program Bed and Unit Inventory in HMIS		
<u>HN</u>	1IS D	ata Collection		
8.	X	Capture Signed HMIS Authorization Forms for All Household Members served		
9.	X	Enter Universal Data Elements (Demographics) for ALL Household Members served		
10.	\times	Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients		
	wit	h no income/non-cash benefits) at program ENROLLMENT & DISCHARGE		
11.	X	Capture Special Needs Information for All Household Members (including children & clients with no special		
	nee	eds) at program ENROLLMENT & DISCHARGE		
12.	\times	Ensure All Household Members are enrolled into the appropriate program with the same enrollment date		
13.	X	Enter Service Transactions for services provided during program enrollment on the Head of Household		
14.	X	Enter Referral Service Transactions for referrals provided during program enrollment on the Head of Household		
15.		☐ Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household		
16.	X	Discharge All Household Members from the program		
U۵	ucia	g Support Standards Data Collection		
		Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS Create Client Coals and undate Client Status Indicators (Client Progress page) for Head of Household		
18.				
		At Intake		
		During Program Enrollment		

Reporting

At Discharge

21.

Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality

19. ☑ Complete Program Follow Up and Outcomes – 90 Days after Discharge
 20. ☐ Complete Program Follow Up and Outcomes – 180 Days after Discharge

22.

Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS

Items are required for this program by DCA if marked with "X"

			reems are regained for ems program	ii by bertij iiiai i	ica with A	
Gra	ante	e:		Program Type:	Outreach	
Pro	ograi	m Name:		Program Key:		
Sec	curit	y Standa	urd <u>s</u>			
1.		Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking				
	Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall					
2.	\boxtimes	Agency has a written privacy policy, including the uses and disclosures of information which is posted on a				
	website and provided to clients upon request.					
<u>HN</u>	/IS A	Agency C	onfiguration_			
3.	\times	Create/	Update a Unique Program in HMIS			
4.	\times	Establis	h at least one Agency Administrator for HMIS co	onfiguration and	reporting	
5.		Establis	h Program Follow Up and Outcomes – 90 Days a	after Discharge		
6.		Establis	h Program Follow Up and Outcomes – 180 Days	after Discharge		
7.		Create/	Update Program Bed and Unit Inventory in HMI	S		
<u>HN</u>	/IS E	Data Coll	<u>ection</u>			
8.	\times	Capture	e Signed HMIS Authorization Forms for All House	ehold Members s	erved	
9.	\times	Enter U	niversal Data Elements (Demographics) for ALL	Household Mem	bers served	
10	. 🗵	Capture	e Income and Non-Cash Benefits Information for	· All Household M	Nembers (including children & clients	
	wit	with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE				
11.	. 🗵	Capture	e Special Needs Information for All Household M	lembers (includir	ng children & clients with no special	
	nee	eds) at pi	rogram ENROLLMENT & DISCHARGE			
12.	. 🗵		All Household Members are enrolled into the a			
13.	. 🗵		ervice Transactions for services provided during			
			eferral Service Transactions for referrals provide			
15.	. 🗵	Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household				
16.	. 🗵	Dischar	ge All Household Members from the program			
<u>Ho</u>	<u>usin</u>	g Suppo	rt Standards Data Collection			
17.	. 🗵		te the Barriers to Housing Stability Assessment		•	
18	. 🗆	Create (Client Goals and update Client Status Indicators	(Client Progress	page) for Head of Household	
			At Intake			
			During Program Enrollment			
			At Discharge			

Reporting

21.

Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality

19. □ Complete Program Follow Up and Outcomes – 90 Days after Discharge
20. □ Complete Program Follow Up and Outcomes – 180 Days after Discharge

22.

Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS

Items are required for this program by DCA if marked with "X"

			iterris dre required joi tills prograf	II by DCA IJ III II KEU WILII A			
Gra	ante	e:		Program Type: Services			
Pro	ograr	n Name	:	Program Key:			
Sec	curit	y Standa	ards				
1.	X	Every c		SS has: Installed Java Runtime Environment, has a Locking tes and has an Individual or Network Firewall			
2.	X	Agency has a written privacy policy, including the uses and disclosures of information which is posted on a posite and provided to clients upon request.					
HN	/IIS A	gency C	Configuration				
3.		-	/Update a Unique Program in HMIS				
4.			sh at least one Agency Administrator for HMIS co	nfiguration and reporting			
5.	\times						
6.		Establis	sh Program Follow Up and Outcomes – 180 Days	after Discharge			
7.			/Update Program Bed and Unit Inventory in HMI				
<u>HN</u>	/IIS D	oata Coll	<u>ection</u>				
8.	\boxtimes	Capture	e Signed HMIS Authorization Forms for All House	hold Members served			
9.	\times	Enter U	Iniversal Data Elements (Demographics) for ALL I	Household Members served			
10	. 🗵	Capture	e Income and Non-Cash Benefits Information for	All Household Members (including children & clients			
	wit	with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE					
11.	. 🗵	Capture	e Special Needs Information for All Household M	embers (including children & clients with no special			
	nee	eds) at p	rogram ENROLLMENT & DISCHARGE				
12	. 🗵	Ensure	All Household Members are enrolled into the ap	propriate program with the same enrollment date			
13.	. 🗵	Enter S	ervice Transactions for services provided during	program enrollment on the Head of Household			
14	. 🗵	Enter R	eferral Service Transactions for referrals provide	d during program enrollment on the Head of Household			
15	. 🗆	Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household					
16	. 🗵	Dischar	rge All Household Members from the program				
<u>Ho</u>	usin	g Suppo	rt Standards Data Collection				
17.	. 🗵	•	ete the Barriers to Housing Stability Assessment f	·			
18	. 🗆		Client Goals and update Client Status Indicators	(Client Progress page) for Head of Household			
			At Intake				
			During Program Enrollment				
			At Discharge				

Reporting

21.

Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality

19.
☐ Complete Program Follow Up and Outcomes – 90 Days after Discharge
20. ☐ Complete Program Follow Up and Outcomes – 180 Days after Discharge

22.

Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS

Items are required for this program by DCA if marked with "X"

Grantee: Program Type: **Prevention**

Program Name: Program Key:

Security Standards

- 1.

 Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
- 2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

- 3. ☑ Create/Update a Unique Program in HMIS
- 4.

 Establish at least one Agency Administrator for HMIS configuration and reporting
- 5. ☑ Establish Program Follow Up and Outcomes 90 Days after Discharge
- 6. ☑ Establish Program Follow Up and Outcomes 180 Days after Discharge
- 7.

 Create/Update Program Bed and Unit Inventory in HMIS

HMIS Data Collection

- 8. 🗵 Capture Signed HMIS Authorization Forms for All Household Members served
- 9.

 Enter Universal Data Elements (Demographics) for ALL Household Members served
- 10. ☑ Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE
- 11. ☑ Capture Special Needs Information for All Household Members (including children & clients with no special needs) at program ENROLLMENT & DISCHARGE
- 12. \(\bigsize \) Ensure All Household Members are enrolled into the appropriate program with the same enrollment date
- 13. \(\bigsize \) Enter Service Transactions for services provided during program enrollment on the Head of Household
- 14. \(\text{ Enter Referral Service Transactions for referrals provided during program enrollment on the Head of Household
- 15.

 Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
- 16. ☑ Discharge All Household Members from the program

Housing Support Standards Data Collection

- 17.

 Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
- 18.

 Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household

 - □ During Program Enrollment
- 19. ⊠ Complete Program Follow Up and Outcomes 90 Days after Discharge
- 20. ☑ Complete Program Follow Up and Outcomes 180 Days after Discharge

Reporting

- 21.
 Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
- 22.
 Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS

Items are required for this program by DCA if marked with "X"

Grantee: Program Type: Rapid ReHousing

Program Name: Program Key:

Security Standards

- 1.

 Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
- 2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

- 3. ☑ Create/Update a Unique Program in HMIS
- 4.

 Establish at least one Agency Administrator for HMIS configuration and reporting
- 5. 🛛 Establish Program Follow Up and Outcomes 90 Days after Discharge
- 6. ☑ Establish Program Follow Up and Outcomes 180 Days after Discharge
- 7.

 Create/Update Program Bed and Unit Inventory in HMIS

HMIS Data Collection

- 8.

 Capture Signed HMIS Authorization Forms for All Household Members served
- 9.

 Enter Universal Data Elements (Demographics) for ALL Household Members served
- 10. ☑ Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE
- 11. ☑ Capture Special Needs Information for All Household Members (including children & clients with no special needs) at program ENROLLMENT & DISCHARGE
- 12. \(\bigsize \) Ensure All Household Members are enrolled into the appropriate program with the same enrollment date
- 13. \(\bigsize \) Enter Service Transactions for services provided during program enrollment on the Head of Household
- 14. \(\text{ Enter Referral Service Transactions for referrals provided during program enrollment on the Head of Household
- 15.

 Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
- 16. ☑ Discharge All Household Members from the program

Housing Support Standards Data Collection

- 17.
 Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
- 18.

 Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household

 - □ During Program Enrollment
- 19. ⊠ Complete Program Follow Up and Outcomes 90 Days after Discharge
- 20. ☑ Complete Program Follow Up and Outcomes 180 Days after Discharge

Reporting

- 21.
 Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
- 22.
 Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.